



RECREATION SUPERVISOR SPECIAL EVENTS DEPARTMENT

Responsible for assisting the Special Events Director in the development, promotion and maintenance of Town sponsored events including the development of site plans, recruitment of all vendors and entertainment, and the management of all event logistics. Also responsible for the coordination and use of all recreation facilities. Duties include providing recommendations for new programs and assisting the Special Events Director in developing program publicity and the organization of events including the Sunset Celebration, as well as the planning, organizing and scheduling of recreational activities such as adult programs and summer youth programs including the Town's summer camp program and coordination and overseeing Town bus trips. Must be able to maintain accurate and current records of all departmental activities and provide periodic written and verbal reports as required by the Town Manager. Bachelor's degree in sports management, education or physical education, or related field from an accredited college or university, supplemented by five years of progressively responsible experience and a demonstrated record of success in developing and implementing innovative community-wide recreation programs and events along with a valid Florida Class C Commercial Drivers' License (CDL) and membership in the Florida Recreation and Parks Association are required. Salary Range: \$36,753.60 to \$58,011.20 per year. Starting rate dependent upon qualifications. **Deadline for Receipt of Applications for the Above Positions: 5:00 p.m. on November 21, 2016. Applications may be obtained from and must be submitted directly to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. All applicants shall be subject to a criminal background check. Application forms may be downloaded from the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax or by email. Phone: 561-881-3300. An Equal Opportunity Employer.**